

4 January 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Training Office Survey

W/D A77

The attached papers involve two training problems:

1. A report to the Office of Training relative to training activities being conducted in the Administrative Offices independent of O/TR.

We have complied with this to Matt Baird's satisfaction.

2. Our comments on a proposed Professional Administrative Officer Training Program are solicited.

In my opinion, our offices missed the boat on this one (Procurement and Management partially accepted) in that they appear to have approved of the Program from the point of view of what they needed to run their own offices without very much consideration to the responsibility for providing competent, professional Administrative Officers throughout the Agency. Consequently, in general they said that we were doing "OK" and could best train our own Administrative Officers on the job, etc. They also indicated little willingness to contribute to such a Program in the form of instructors, etc.

I can sight many instances in which Personnel has been unable to find even Junior Administrative Officers and assistants for assignment to the operating and intelligence offices when they needed them which resulted in either sending incompetents to do the jobs or delaying assignments for many months while the offices or divisions themselves did the training.

In brief, I think that there is a definite need for such a Program and that we should be primarily interested in sponsoring and supporting it in every way possible. With your concurrence, I will so advise Matt Baird and assist him in every way possible to get such a Program on the rails.

Att.

cc: Subj.

78-4718

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L. K. WHITE
Assistant Deputy Director
(Administration)

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